



Waukesha
COUNTY
OFFICE OF
EMERGENCY MANAGEMENT

**WAUKESHA COUNTY LOCAL EMERGENCY PLANNING COMMITTEE
MEETING MINUTES**

June 20, 2018 1:30 p.m.

**Waukesha County Emergency Operations Center
1621 Woodburn Rd., Waukesha, WI 53188**

In Attendance: Al Davies, Brian Engelking, Tony Feck, Bridget Gnad, Steve Howard, Ben Jones, Al Laconte, Matt Redmann, Anna Ruzinski, Kathy Schwei, Sarah Ward

Absent: Jim Batzko, Glenn Leidel, Sherri Stigler

Guests: Gail Goodchild, Charlie Myers

1. Call to Order

The meeting was called to order by Matt Redmann at 1:30pm.

2. Meeting Location Specific Instructions for Emergency Evacuation or Shelter in Place

Kathy Schwei delivered emergency instructions for this location at the Waukesha County Emergency Operations Center at 1621 Woodburn Road in Waukesha.

3. Approval of Minutes of March 21, 2018 Meeting

The minutes of the March 21, 2018 meeting were approved. **Motion by Steve Howard, second by Anna Ruzinski to approve the minutes. All members present voting AYE, motion carried.**

4. Public Comment

Kathy Schwei introduced Al Davies from Aurora Medical Center in Summit as a new committee member.

5. Invoice Review – Discussion and Action

- a) Oconomowoc High School
- b) Brookfield East High School
- c) Hwy 41 Diesel Release in Menomonee Falls

Schwei reported on the invoice status for each of the above incidents. The Oconomowoc High School incident resulted in charges of \$2,986.78 for the response by the City of Waukesha Fire Department Hazmat Team. The Brookfield East High School incident resulted in charges of \$6390.73. The Hwy 41 Diesel Release incident resulted in charges of \$8,396.88. Emergency Management issued invoices, but payment has not been received as of this time.

6. Off-site Plan Acceptance – None

7. Incident Review

Kathy Schwei recapped the 69 hazardous materials incidents reported since the last LEPC meeting on March 21. Most were natural gas odors or petroleum products spills. See Attachment.

8. OEM Report

Schwei reported on the following activities:

Activities

- Responded to Oconomowoc High School Incident on March 22
- Monthly County Communications Group Meetings, Police & Fire Chiefs Meetings
- Monthly SE Region Emergency Management Coordinator Meetings
- Quarterly Meetings with Homeland Security Partnership, Courthouse Security Committee, and Citizens and Organizations Active in Disasters (COAD)
- EOC Ribbon Cutting on April 10
- Employee Health and Wellness Fair Booth on April 17
- Efforts to Improve WI-TRAC Application as a Communication Tool for Healthcare Partners
- Assisting Parks and Land Use Dept. in Developing Response Plans for Parks Facilities
- Booth at Grace Evangelical Lutheran Church Safety Fair on June 2
- Working with SE WI Incident Management Team and MSOE on software for scanning equipment purchased with grant funding from Healthcare Emergency Readiness Coalition
- Working to develop an IPAWS Testing Program with a broadcaster
- Working on a new departmental business continuity template
- Working on County Budget

Exercises

- Statewide Tornado Drill as part of Tornado and Severe Weather Awareness Week
- Monthly HERC Exercise Planning Meetings
- HERC Closed Pod Workshop/Tabletop Exercise June 6
- Working on a County Functional Exercise in November

Trainings

- Severe Weather Spotter Training at Brookfield Library on March 26

- Continue to Provide and Receive WebEOC Training
- Incident Management Team Training on Drones and WEM Air Coordination Group on April 23
- Attended Pipeline Response Training on May 1
- Attended Family Assistance Center Training on May 2
- Attended Under One Roof Conference in Duluth on May 15-16
- Hosted a Public Information Officer Course on May 17-18
- Attended WI DOJ Counterterrorism Conference on May 22-23

9. Member Reports

Matt Redmann and Anna Ruzinski reported they participated in an active shooter tabletop exercise with Harley Davidson, Menomonee Falls Police Department, Menomonee Falls Fire Department, and the Waukesha County Sheriff's Department. Participants thought there was great interaction between the public and private sectors and took away multiple "lessons learned" for how to improve responses in an actual incident. Ruzinski said the MFPD was also working with Kohl's Corporate to conduct an active shooter exercise.

Ruzinski also reported that many schools applied for the school safety grants provided by the state, and that the required sign off by law enforcement agencies on the grant applications improved the communication and coordination between the schools and law enforcement.

10. Schedule Next Meeting Date/Time – Discussion and Action

The next meeting will be Wednesday, September 26, 2018, at 1:30pm in the Training Room at the Menomonee Falls Police Department at W156N8480 Pilgrim Rd. in Menomonee Falls.

11. Adjourn – Action

Motion by Anna Ruzinski to adjourn the meeting at 2:22pm, second by Brian Engelking. All members present voting AYE, motion carried.

LEPC Mission Statement

The Waukesha County Local Emergency Planning Committee promotes emergency planning, preparedness, and public awareness to protect Waukesha County's communities and its citizens from the impact of releases of hazardous chemical substances and other disasters.